

# Purging a Position

## User Guide

<b>User Guide Purpose:</b>	<p>This process is used for vacant PCNs that were inadvertently created (i.e., A copied position was created in error for a career ladder promotion (G) or reclassification (R), etc.) You cannot “Purge” a position that was previously encumbered or used in an RPA.</p> <p><b>NOTES:</b> A position that needs to be removed (i.e. due to budget constraints) should be eliminated. Please see the Eliminating a Position User Guide.</p> <p>A position which was inadvertently created and was previously used in an RPA that needs to be removed should be deleted. Please see Delete a Position User Guide.</p>
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# Purging a Position

The position must be removed from the hierarchy prior to purging

Navigate to the vacant position

Position: 02-JUN-2013

Name: IT Specialist (Systems Development).GS03.00M2886.013.013130.C

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 12-AUG-2012

Date Effective Name: IT Specialist (Systems Development).GS03.00M2886.013.013130.C

Type: Single Incumbent ☒ Permanent ☐ Seasonal

Organization & Job

Organization: APGA Proposed End Date:

Job: 2210.Information Technology Management Proposed End Date:

Hiring Status

Status: Active Start Date: 12-AUG-2012 Proposed End Date:

Location: 110010001 Status: Valid

Effective Dates From: 12-AUG-2012 To: Further Info: [ ]

Validate(Z) Occupancy Extra Information Reporting To Others...

Click the Delete Icon on the tool Bar:

File Edit View Folder Tools Window Help

Position

Name: Financial Systems Analyst.GS11.00CX263.002.012345.G

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 21-APR-2013

Date Effective Name: Financial Systems Analyst.GS11.00CX263.002.012345.G

Type: Single Incumbent ☒ Permanent ☐ S

A “Decision” Window will appear asking if you really want to delete this record. Click the “Yes” button.

Decision

Do you really want to delete this record?

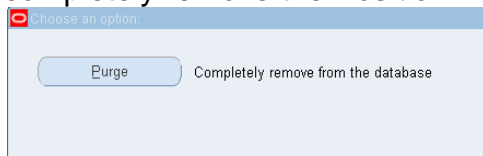
If so, when you have answered any further messages about this 'Delete', you should press 'Save' to commit your 'Delete' and any other pending transactions.

Yes No

The “Choose an option” window opens. Click the **“Purge”**

Purge

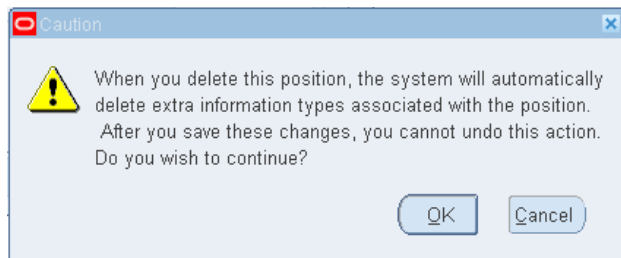
button to completely remove the Position from the system.



A “Caution” window opens with information on what happens once the position is purged from the system. Click the **“OK”**

OK

button.



Click **“Save”**



icon:



In the lower left-hand corner, you will see a message to confirm the transaction has completed.

FRM-40400: Transaction complete: 1 records applied and saved.